



**CALDERDALE COLLEGE
FINANCE AND RESOURCES COMMITTEE MEETING**

**Minutes of the Meeting held on 30 March held
via MS Teams**

Present:

Malcolm Rogers	External Governor & Chair
Peter Clark	External Governor & Chair of the Corporation
David Malone	Principal & Chief Executive
Richard Laycock	External Governor
Andrew Wright	External Governor

In Attendance:

Andrew Harrison	Vice Principal – Corporate Services
Ebrahim Dockrat	Director of Commercial Services and Partnerships
Katie Walker	Head of Higher Skills (for item FR/23/107 only)
Jane Taylor-Holmes	Clerk

Agenda: No items of other business were added to the agenda.

Min Ref.	Minutes	Action
1	FR/23/101 - Apologies for absence No apologies were received, all Committee members were present.	
2	FR/23/102 – Confirmation of eligibility, quorum and declarations of interest No notice had been received of any member becoming ineligible to hold office. The meeting was quorate and there were no declarations of interest in agenda items.	
3	FR/23/103 – Minutes of the meetings held on 24 November 2022 Resolved: The minutes of the meeting held on 24 November 2022 were approved as a true and accurate	

Min Ref.	Minutes	Action
	record subject to the amendment at paragraph 53, from 'low' to 'high'.	
4 5 6	<p>FR/23/104 – Matters arising</p> <p>A verbal update was provided around item FR/21/132; it was noted that in the light of the changes in the interest rate, it was agreed that this would be an item for consideration.</p> <p>Mr A Harrison, Vice Principal – Corporate Services confirmed that discussions had commenced with Lloyds Bank regarding interest payable. The response would be considered and if needed, a potential re-tender of everyday banking services would be assessed. An update would be provided to the next meeting.</p> <p>All other matters arising were complete or on the agenda for consideration.</p>	<p>Action: Mr Harrison June 2023</p>
7 8 9 10	<p>FR/23/105 – Commercial and Partnerships</p> <p>External Funding</p> <p>Mr E Dockrat, Director of Commercial Services and Partnerships presented a report providing an update on external funding contracts.</p> <p>Committee members noted the financial position, it was noted that SSW project would continue to receive funding until May 2023 with the final income.</p> <p>Mr Dockrat confirmed that the proposal to the National Highways Agency had been successful which would provide potentially up to £400,000 income. The project would see the College manage apprenticeship providers for the National Highways Agency. Mr Dockrat suggested that this was an area of potential growth for the College.</p> <p>Mr Dockrat confirmed that the contract had now been received from the Council to start implementing some of the changes in relation to the Industry 4.0 hub. The procurement process had commenced to start redeveloping the area to start the project and the College would be working closely with its partners to develop the offer. There had been some discussions about delivering some training for those who did not qualify for the Smarter programme.</p>	

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11	It was agreed that an update on the Industry 4.0 hub would be provided to the next meeting. Mr Dockrat confirmed that the College had agreed a joint venture agreement with its partners to deliver the business element.	Action: Mr E Dockrat June 2023
12	In relation to Skills Bootcamps; Mr Dockrat explained that the College had bid for nine areas for delivery in West Yorkshire. It was noted that the College was already delivering in health and engineering. The College had also submitted skills bootcamps applications in North Yorkshire and had been successful with a company called MedEx. Mr Dockrat explained that there was an announcement from South Yorkshire LEP imminent.	
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Min Ref.	Minutes	Action
18	Committee members noted the continued challenges from the run-down of EU funding and the impact on the future staffing within the commercial unit.	<p data-bbox="1209 1111 1450 1193">Action: Mr E Dockrat November 2023</p>
19	Resolved: The Committee noted the report.	
External Funding – Sub Contracting		
20	Mr Dockrat presented a report on current sub-contracting and the ESFA subcontractors for non-core provision.	
21	It was noted that the final ESFA report would be presented to the Board for approval in July 2023.	
22	At the end of the ESF funded projects, the College would have one remaining sub-contractor on the list; Project Challenge. Other sub-contractors who would remain in place were not ESFA funded.	
23	In response to questions from Committee members, Mr Dockrat confirmed that due diligence was in place with all sub-contractors; the nature and type of work with some sub-contractors was different and could be bespoke for a particular piece of work. It was agreed that an annual summary of sub-contractors including performance would be developed and provided to the Committee.	
24	Resolved: to recommend to the Board at its April 2023 meeting the updated list of subcontractors for non-core provision.	
FR/23/106 - Estates and IT Update		
25	Mr Harrison provided the report. The report updated Committee members on estates and facilities and staffing. Mr Harrison made a general comment that recruitment was continuing to be an issue across the College in certain areas; catering was specifically mentioned.	
26	Section 2; Mr Harrison explained that the College had submitted three T-Level capital bids and referred Committee members to the table at section 2.1 of the report. The total costs associated with the project was around £1.5million and included a proposed contribution of around £314,000. The contribution was greater in the construction T-level bid where the College would like to	

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	focus. The outcome of the bid was due in Summer and an update would be provided in due course.	
27	Mr Harrison confirmed that the College had been awarded a number of different capital allocations totalling around £833,000. The allocation was linked to sustainability and energy efficiency and were as a result of the ONS decision around reclassification.	
28	Options were being explored on potential projects to allocate the funding but IT and digital improvements and improvements to the reception area of the PWC building were being considered.	
29	Mr Harrison confirmed that good progress was being made on the Capital Transformation project.	
30	Mr Harrison referred to the substantial assurance finding from the Internal Audit report on stages 1-4 of the project. Mr Harrison confirmed that additional planning permission had been submitted to install a sign on top of the PWC building.	
31	Committee members were referred to the AA Projects flash report which detailed the progress made to date. Mr Harrison referred Committee members to the RAG rating. It was noted that the only red rated element was in relation to accessing the sub-station. Mr Harrison confirmed that as part of the project, work was included to improve the sub-station building next to the PWC.	
32	In relation to the Project Managers Procurement report; Mr Harrison explained that the project was being tendered in three contracts; Façade thermal works, MEP works and other building works and there were slightly staggered returns due throughout March in relation to the tender process.	
33	Committee members discussed the Façade thermal works tender report. It was noted that a range of tenders had been received and that the recommended Principal Contractor sum was within the guide price and did not impact on contingency.	
34	In relation to the Façade thermal works element; the Committee agreed with the recommendation of the appointment of DD Porter as the Principal Contractor to	

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	undertake the Works with an anticipated Contract Sum of £ (excl. VAT) subject to the completion of satisfactory financial checks and the receipt of the relevant insurance information by the College.	
35	When asked why the appointment of the cheapest Contractor was not recommended, Mr Harrison confirmed that the tender was not complete and not compliant.	
36	Due to the need to get Contractors on site in May / June and to ensure that College approval is provided as soon as possible, Committee members discussed the approval process.	
37	It was noted that Chair's Action was permitted when there was urgent and necessary business which could not wait for the next most appropriate Governor meeting. In this case, the matter was defined as urgent and necessary due to the pressure to ensure that the Contractor was on-site for June as planned.	
	Approval of appointment of the Contractors	
38	Resolved: It was agreed that Chair's Action would be used to approve the Façade Thermal Works contract as part of the Further Education Capital Transformation project (as per the recommendation).	Action: Mr P Clark March 2023
39	It was agreed that the Chair's Action would be reported to the Board on 20 April.	Action: Mr P Clark April 2023
40	It was further agreed that the two further contracts would be considered at the Part 2 meeting of the Board on 20 April.	Action: Corporation Board April 2023
	Delegated Financial Authorities in relation to the Capital Transformation project	
41	Mr Harrison explained that it was likely that there would be three Contractors on site simultaneously and this may result in expenditure being above the current delegated authority of the Principal and Vice Principal – Corporate Services (£75,000).	
42	The Committee noted the difficulty in authorising payments under the existing delegated authority arrangements.	

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43	<p>Resolved: It was agreed that expenditure over and above the current threshold for signature by the Principal and Vice Principal – Corporate Services (£75,000) would be approved by Mr P Clark (Chair) and / or Mr M Rogers (Vice Chair and Chair of Finance & Resources Committee) and reported to the Board at the next meeting as part of the Chairs report (Chair’s Action).</p>	<p>Action: Mr P Clark April 2023</p>
44	<p>It was noted that all requests for approval would be evidenced and certificated by the Quantity Surveyor.</p>	
45	<p>It was further noted that AA Projects would be attending future meetings.</p>	
46	<p>Resolved: The Committee received and noted the report.</p>	
<p>FR/23/107 – Sustainability Update</p>		<p>Action: Committee to agree of frequency reporting June 2023</p>
47	<p>The Committee welcomed Ms K Walker, Head of Higher Skills to provide the sustainability update.</p>	
48	<p>Mr Harrison explained that this was the first time the Committee had received a report on sustainability and it was proposed that this would be a regular report to the Committee with the frequency to be agreed.</p>	
49	<p>Committee members received the paper.</p>	
50	<p>Ms Walker explained that the College was aiming for net zero by 2038 in line with the Calderdale Council Climate Action Plan.</p>	
51	<p>Ms Walker referred to the capital transformation project currently underway to support sustainability improvements.</p>	
52	<p>Ms Walker explained that a bid had also been successful to the strategic development fund to build the curriculum by providing electric vehicle training opportunities. It was hoped that the College would be able to install vehicle electric charging points which be for the use of staff, students and visitors to the College.</p>	
53	<p>The College was working to develop ground source heat pumps at the Inspire centre. This project had been co-created with students.</p>	

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54	Students would be able to see three different sustainable energy options; solar, wind and ground source heat pump. There were options to embed energy systems in the wider curriculum for example, through solar energy and maths.	
55	Governance arrangements were discussed and noted. The Green skills group and the work with local employers was also discussed.	
56	Ms Walker referred to the recent staff conference, the strategic objectives and one of the six Ps – Planet. Ms Walker commented that it was positive to hear staff talking about the ‘planet’ objective and how the College could contribute to improving sustainability. Ms Walker explained that she had been encouraging engagement and she had met with around 100 teaching staff to ask them what they understood about sustainability and what this should mean to the College. Ms Walker confirmed that it was her aim to reach all staff. Ideas being collated were being fed into the Sustainability Strategy.	
57	Ms Walker also commented that the College was involved in a project with nine other Colleges in the local area.	
58	Ms Walker explained that she had received Carbon Literacy training and this training would now be cascaded to provide training within the College; whilst aimed at staff, this could also be delivered to students. There were no current plans for the training to be mandatory. The first staff training session was scheduled after Easter and there had been a lot of interest in the training.	
59	The College had asked for input from students in relation to climate change action plans and were working closely with the local Council in relation to green jobs.	
60	The College had access to good practice through the Alliance for Sustainable Leadership in Education.	
61	Ms Walker commented that the first draft of the Sustainability Strategy had been drafted, which would be reviewed by SLT and then brought to the Committee for information. The Strategy was aspirational and was based on colleges with really good credentials.	Action: Walker June 2023
62	It was agreed that it was important to understand the current spend / usage / waste position to create a carbon	Ms

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63	<p>report which could then be used the benchmark the impact of initiatives.</p> <p>Ms Walker commented that education around sustainable development was embedded throughout the curriculum.</p>	
64	<p>Ms Walker explained that the College would like to be able to deliver support to employers to assist them to be more carbon efficient and support green jobs and training.</p>	
65	<p>It was agreed that signage around the College needed improvement to encourage staff and students to think about actions such as switching off lights.</p>	
66	<p>Committee members thanked Ms Walker for her obvious enthusiasm and commitment to the agenda and commented that there had been really good progress made.</p>	
67	<p>Resolved: Committee members received the Sustainability update.</p>	
	<p>FR/23/108 - HR update</p> <p>68 Mr Harrison provided the HR report and presented the HR dashboard, which included the comparison data requested at the previous meeting.</p> <p>69 Mr Harrison referred to the positive Internal Audit report 'HR Strategy and People Management' that had received substantial assurance with four recommendations. It was noted that the recommendations were linked to the challenges in current HR systems. Mr Malone explained that the College had received demonstrations from a number of providers to demonstrate technical online solutions to improve HR processes and systems such as DBS and mandatory training.</p> <p>70 The Head of HR was currently reviewing the different providers aiming to determine a recommendation which could be implemented in the new academic year.</p> <p>71 Mandatory training compliance was discussed, there were some concerns expressed about compliance with fire safety training.</p> <p>73 Mr Malone and Mr Harrison confirmed that the College continued to work hard to ensure that mandatory training</p>	

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74	<p>was completed and up to date. There was now a list of those members of staff who hadn't completed the training and this would be addressed promptly.</p> <p>Committee members noted the staff survey feedback and response rates.</p>	<p>Action: Mr Harrison June 2023</p>
75	<p>Mr P Clark, Corporation Chair and Committee member asked about the appraisal procedure and how this would be updated. Mr Malone explained that this would now be linked to professional development plans, which would completely change the approach.</p>	
76	<p>It was agreed that HR would be considered at the next meeting to review progress.</p>	
77	<p>Resolved: The Committee noted the report.</p>	
	<p>Staff Code of Conduct and Malpractice Policy and Procedure</p>	
78	<p>Mr Harrison confirmed that there were no substantial changes proposed and no change in operation.</p>	
79	<p>Resolved: Committee members approved the Staff Code of Conduct and Malpractice Policy and Procedure.</p>	
80	<p>FR/23/109 – Self-Assessment Report</p> <p>Mr Harrison provided the updated Self-Assessment report.</p>	<p>Action: Mr Harrison June 2023</p>
81	<p>Mr Harrison commented that the report provided an update on the ongoing process; the business support SARs had been completed and attention was now focused on ensuring that Quality Improvement Plans were in place and actions undertaken.</p>	
82	<p>Committee members noted the progress and the positive improvement in the number of green rated business areas.</p>	
83	<p>An update on progress would be provided to the next meeting.</p>	
84	<p>Resolved: The Committee noted the report.</p>	
	<p>FR/23/110 – College Action Plan</p>	

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85	Mr Malone presented the College Action Plan.	
86	Mr Malone explained that the amber section of the report related to a number of items, but were mainly concerned with apprenticeships.	
87	Mr Malone explained that work was ongoing to address challenges within the apprenticeship area and described the difficulties with the current paper-based systems and processes. Mr Malone explained that approval was sought to introduce an end-to-end digital system so that progress could be tracked and monitored.	
88	It was noted that approval of the system was contained within item FR/23/117.	
89	Mr Malone commented that four systems had been demonstrated and a recommended provider had been identified based on quality, functionality and user feedback.	
90	It was noted that there may be some add on costs when the system was implemented as there were opportunities to link up the system with other systems including calendars.	
91	It was agreed that this was a significant investment and Committee members thanked the SLT for making steps to address the difficulties and challenges with the current arrangements; the efficiencies as a result of the system were noted.	
92	It was noted that the Audit Committee were aware of the potential implementation of the system in relation to addressing reporting errors.	
93	Resolved: Committee members received the College Action Plan.	
	FR/23/111– Financial Performance Report	
94	Mr Harrison explained that he continued to meet with Mr M Rogers, External Governor and Committee Chair on a monthly basis. Management Accounts to 28 February 2023 including year-end forecast.	

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95	Mr Harrison presented the management accounts up to Period 7 (end February 2023).	<p data-bbox="1209 1368 1358 1458">Action: Mr Harrison June 2023</p>
96	Mr Harrison confirmed that there had been good progress to date and the revised forecast had slightly improved from £98,000 surplus to £164,000 surplus. Income was slightly down in relation to apprenticeships and commercial areas however, this was being offset by pay and non-pay savings.	
97	Mr Harrison explained that the College had been approved for additional growth money (£342,000) from the West Yorkshire Combined Authority for the Adult Education budget. There was a further conversation scheduled with the account manager as to whether the College could increase allocation further with a further growth bid. It was agreed that this was positive and performance had been better than forecast.	
97	There was discussion around the variance in pay expenditure. Mr Harrison explained that there remained some staff vacancies in hard to fill areas. This had resulted in a delay in recruitment and in some cases, the College has been advertising a number of times to recruit. Mr Harrison confirmed that, in considering the budget for 2023/24 onwards, there would be a vacancy element included.	
98	Mr Rogers commented on the previous budget position; that the College was planning to achieve a small surplus in 2022/23 and then a deficit in the two following financial years. It was noted that this would be reconsidered, based on the current performance, and presented to the Committee at the next meeting.	
99	Resolved: The Committee received the Management Accounts to 28 February 2023.	
100	<p data-bbox="300 1648 1086 1715">FR/23/112 – Efficiency update including Tribal Benchmarking</p> <p data-bbox="300 1756 1166 1955">Mr Harrison provided the paper and explained the process which had been undertaken to understand the position better in terms of, amongst other things, class sizes and staff and space utilisation. The aim of understanding the data better was to ensure that all activities undertaken were funded and contribution in all areas fully understood.</p>	

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101	In relation to benchmark of the position in FE relating to contribution; Mr Harrison explained that this was around 50% in relation to 16-18 year old core funding and HE with apprenticeship around 20-30% due to this area being so marginally funded.	
102	Mr Harrison explained that following the initial review, overall mainstream delivery was around 31% with external funding and commercial around 16% contribution.	
103	Mr Harrison explained that there were a number of delivery areas where contribution was out of line with the majority of provision such as the sports academies. Mr Malone explained that the majority of the activity in this area was enrichment activity which was not funded; this was an area which may require focus.	
104	Mr Harrison provided an update on the work commissioned with Tribal; a company using a sophisticated benchmarking model to compare costs and Colleges to gain a comparison.	
105	Mr Harrison provided a summary of the data provided in terms of core activities, teaching productivity, teaching non-pay costs, teaching pay costs, teaching delivery staff mix and non-teaching costs. There was a discussion around the outcome of the data.	
106	Committee members thanked Mr Harrison and the SLT for the work undertaken and it was agreed that the feedback would be shared more widely with the Governing body. It was agreed that it was important to consider the information at the Curriculum, Quality and Standards Committee as the curriculum areas were where potential efficiencies had been identified. Mr Malone commented that the data had been shared with Heads of Curriculum and was contributing to discussions in relation to the curriculum plan.	Action: Mr Harrison June 2023
107	It was noted that whilst there were areas identified where efficiencies may be gained, there were also some areas where there appeared to be under-investment which would also require consideration.	
108	Mr Harrison commented that Heads of Curriculum had also been challenged to consider their curriculum plans in	

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	<p>terms of other income such as ensuring an emphasis on additional adult provision and the commercial offer to justify the current resources.</p> <p>109 In relation to staffing resources, Mr Harrison explained that when considering replacement staff (when staff has resigned or retired), Heads of Curriculum were being asked to justify the requirement based on the current resources in the Department.</p> <p>110 Committee members discussed the potential future challenges and the change which may result of the outcome of the efficiency review, particularly in terms of staff and how this may be received. It was noted that the investment in resources as a result of efficiency gains may be seen positively by staff.</p> <p>111 Committee members also discussed the potential opportunity to provide more and different models of adult and higher education. Mr Malone commented that conversations had commenced with WYCA in relation to the provision of shorter, unaccredited qualifications to support employers in improving workforce skills. It was agreed that this would be a positive development. It was also noted that Mr Malone and Mr K Veltman had experience of working with other combined authorities following devolution where some more innovative approaches were being undertaken, this may also present an opportunity to develop some more bespoke provision.</p> <p>112 Resolved: Committee members received and noted the efficiency update.</p>	
	<p>FR/23/113 – Treasury Management</p> <p>113 Mr Harrison presented the Treasury Management update and Policy.</p> <p>114 The Committee noted work which had been undertaken to develop a strategy and Policy in this area.</p> <p>115 It was noted that the interest rates had recently improved in respect of savings and it was further noted that Mr Harrison had taken an initial step of moving some cash held to a 32-day account with Lloyds to secure some interest income. Mr Harrison had also held discussions with Barclays in relation to an account with a more beneficial</p>	

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116	<p>interest rate, which may result of an income in the region of £60,000 per annum.</p> <p>Mr Harrison explained that the Treasury Policy set out guidelines for the College team to follow as to how the College invests and how cautiously it links into credit ratings. The delegated authority was in place to allow money to be moved around and this process had commenced with no risk around existing accounts and banking providers.</p>	
117	<p>Mr Malone commented that there were some ongoing discussions around the potential consequences of the ONS decision to reclassify Colleges as public sector in relation to banking and the options available to colleges; an update would be provided when available.</p>	
118	<p>Committee members commented that they were pleased with the work that had been undertaken and that income was now being generated as a result of placing funds on deposit.</p>	
119	<p>Resolved: Committee members approved the approach being taken and the Treasury Management Policy.</p>	
	<p>FR/23/114 – Tuition Fees and Refund Policy 2023/24</p>	
120	<p>Mr Harrison provided the Policy and confirmed that there were no significant changes proposed.</p>	
121	<p>Resolved: Committee members approved the Tuition Fees and Refund Policy 2023/24.</p>	
	<p>FR/23/115 – Data Protection Update</p>	
122	<p>Mr Harrison provided the data protection update and commented that the Data Protection Officer role continued to be provided by Naomi Korn Associates. Mr Harrison commented that the report documented progress made in establishing and implementing the action plan to achieve and maintain compliance.</p>	
123	<p>Committee members noted the report and that the Data Protection and Digital Information (No. 2) Bill had been drafted, this would be reviewed in due course to ensure that any new requirements were implemented.</p>	

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124	Resolved: Committee members received the Data Protection update.	
125	FR/23/116 – Risk Management Mr Harrison presented the extract from the Risk Register detailing those risks which were overseen by the Committee.	
126	Mr Harrison explained that two risks had been down-rated from red to amber in relation to potential reduction in public expenditure and failure to achieve planned income. This reflected the fact that there hadn't been a reduction in funding and the levels of funding had been maintained and improved in some cases.	
127	Resolved: The Committee reviewed the risks and approved the ratings.	
128	FR/23/117 – Digital Apprenticeship System - Feedback Committee members reviewed the Digital Apprenticeship System – feedback paper.	Action: SLT Governor Development session 12 May 2023
129	It was noted that there had been a discussion around the importance and significance of the development of the system to support employers, students and the College in the management of apprenticeships (agenda item FR/23/109).	
130	It was noted that a demonstration of the system would be provided to the next Governor Development day.	
131	Resolved: Committee members approved the procurement of the new Digital Apprenticeship system for the new academic year. On the basis of the recommendation provided; Committee members approved the procurement of the new Aptem system.	
132	FR/23/118 – Items to be recommended to the Board: Commercial & Partnerships - Received the usual sub-contracting report, recommended to the Board for approval. Committee noted the continued challenges from the run-down of EU money and the impact on the future staffing level of the commercial unit.	

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133	<p>Estates and IT update - Received report and noted that three T-Level bids around value of £1.3million with an outcome due by Summer 2023.</p> <p>The College had received a capital allocation of around £850,000 as a result of the ONS decision to reclassify Colleges as public sector.</p>	
134	<p>The Committee had reviewed the PWC project, and had received a satisfactory Internal Audit report on the progress of the project to date with a further internal audit report due later this year.</p>	
135	<p>The Committee had noted the difficulty in authorising payments under the existing delegated authority arrangements. The Committee had decided that over and above the current threshold for signature by the Principal and Vice Principal – Corporate Services (£75,000) would be signed by Peter Chair (Chair) and / or Malcolm Rogers (Vice Chair and Chair of Finance & Resources Committee) and reported to the Board as part of the Chairs report.</p> <p>IT – noted continued challenges and progress being made on Wi-Fi improvements.</p>	
136	<p>Sustainability update - Committee had welcomed Katie Walker to the meeting to provide the first sustainability update report. It was good to see developments in this area and that progress was being made to finalise the Sustainability strategy.</p>	
137	<p>HR update - Matters arising at the next meeting to look at the next meeting – deeper dive at the next meeting on progress to develop a new HR digital system. Noted report and internal audit report. Pleased to see internal audit recommendations were being addressed and that the digital system would support in this area. Committee members expressed some concern about mandatory training compliance in Health and Safety and asked for an update on progress on compliance at the next meeting.</p>	
138	<p>Self-Assessment report – Business Areas and Associated Action plans - Committee noted the progress made and asked for an update at the next meeting as there were a number of 'red' rated progress indicators.</p>	
139	<p>College Action plan - Committee approved the recommendation to implement Aptem as the apprenticeship</p>	

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	digital system which would seek to address many of the amber rated items on the plan.	
140	Management Accounts - The Committee noted the financial performance and the reforecast and were pleased to note the continued outperformance against the original budget and the reforecast was now suggesting an outturn of around £164,000 against the previous budget of £98,000.	
141	Efficiency update - The Committee had received and reviewed the initial Tribal benchmark data and had discussed how some of the efficiency measures appeared to suggest that the College is not as efficient as it could be and it gives us food for thought. The Committee looked forward to receiving a further report with proposals of how the College is going to address the areas identified. A copy would also be provided to the Curriculum, Quality and Standards Committee for their information.	
142	Treasury Management and Policy - The Committee approved the new Treasury Management Policy and were pleased to note the work that's been done here and the income that's starting to be generated as a result of placing surplus funds on deposit.	
143	Tuition Fees and Refund Policy 2023/24 - The Committee approved the Tuition Fees and Refund Policy 2023/24.	
144	Data Protection update - The Committee received the update report and noted the good progress being made in improving the College data protection processes.	
145	Risk Management - Received the recommendation from the Audit Committee that there ought to be a risk added in relation to the ONS decision to reclassify the College as public sector. This would be actioned. The Committee discussed the proposed changes to the scoring of two of the risks and approved those accepted the risk register as presented.	
146	Digital Apprenticeship system – feedback The Committee approved the procurement of the new Aptem system.	
	FR/23/119 – Dates of Future Meetings	

Min Ref.	Minutes	Action
147	Finance and Resources Committee – 29 June 2023 at 5.00pm	

Signed as a true and accurate record

Chair

Date